

**VALIDATION CHECKLIST – APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR OPERATION OR ACTIVITY:**

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide one copy of hard documents. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the circumstances of your proposed development.

**National List of Requirements**

<b>Document</b>	<b>When Required</b>	<b>Guidance Notes &amp; Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Application form	<u>Required</u>	The application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the development.  <a href="https://www.reigate-banstead.gov.uk/info/20291/lawful_development_certification_forms">https://www.reigate-banstead.gov.uk/info/20291/lawful_development_certification_forms</a>	Section 192 of the Town and County Planning Act 1990	
Location plan	<u>Required</u>	This drawing should: <ul style="list-style-type: none"><li>• Contain a scale bar</li><li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li><li>• Be based on an up-to-date Ordnance Survey base</li><li>• Include the direction of north</li><li>• Include sufficient named roads to identify the exact location of the site</li><li>• Include all the surrounding buildings, roads and footpaths on land adjoining the site</li><li>• Include a red line around all land necessary to carry out the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li><li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site.</li></ul> <a href="http://www.reigate-banstead.gov.uk/downloads/file/426/example_of_site_location_layout_and_block_plan">http://www.reigate-banstead.gov.uk/downloads/file/426/example_of_site_location_layout_and_block_plan</a>  <a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a>	Section 192 of the Town and County Planning Act 1990	

Relevant fee	<u>Required</u>	<p>Application fees can be paid online via the Council's website, alternatively cheques should be made payable to Reigate and Banstead Borough Council.</p> <p>Applications made through the Planning Portal include a secure online payment facility.</p> <p><a href="http://www.reigate-banstead.gov.uk/downloads/download/189/standard_planning_fees_document">http://www.reigate-banstead.gov.uk/downloads/download/189/standard_planning_fees_document</a></p> <p>Please see <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</a> to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
<b>Local List of Requirements</b>				
<b>Document</b>	<b>When required</b>	<b>Guidance Notes &amp; Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Permission from Copyright holder	<u>Required</u>	<p><a href="https://www.gov.uk/copyright">https://www.gov.uk/copyright</a></p> <p>Planning drawings and accompanying material are protected by the copyright acts. The Council is required to publish such information on their website. As such proof of the copyright owner's consent must be provided where drawings or statements, which state they are subject to copyright or not for third party use, are submitted in support of a planning application. This is not defined by planning regulations but falls under copyright legislation.</p>	Designs and Patents Act 1988	
Block plan	<u>Required</u>  Exceptions: If there is no change to the building footprint.	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:200 or 1:500 (metric)</li> <li>• Include the direction of north</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• Show all buildings, roads and footpaths on land adjoining the site including access arrangements</li> </ul>	Section 192 of the Town and County Planning Act 1990	

		<ul style="list-style-type: none"> <li>• Show all public rights of way crossing or adjoining the site</li> <li>• Show the position of all trees on the site and adjacent land</li> <li>• Show the extent and type of any hard surfacing</li> <li>• Show the type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p> <p><a href="http://www.reigate-banstead.gov.uk/downloads/file/426/example_of_site_location_layout_and_block_plan">http://www.reigate-banstead.gov.uk/downloads/file/426/example_of_site_location_layout_and_block_plan</a></p>		
<p>A copy of other plans and drawings or information necessary to describe the subject of the application</p>	<p><u>Required</u></p> <p>Exceptions: Front elevation not required if extension strictly limited to rear. Side elevation not required if no change to that elevation.</p> <p>Floorplans limited to area of change e.g. if change limited to ground floor, first floor plans not required</p>	<p>All plans should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Have a drawing number</li> </ul> <p>Existing and proposed floorplans should:</p> <ul style="list-style-type: none"> <li>• Show details of the layout of existing building(s) as well as those for the proposed development</li> <li>• Include written dimensions to show overall size of any new buildings or extensions.</li> <li>• Show where existing buildings or walls are to be demolished (if applicable)</li> </ul> <p>Existing and proposed elevations should:</p> <ul style="list-style-type: none"> <li>• Show all sides of the existing and proposed development except where no change is proposed to an elevation</li> <li>• Detail positions of the openings on each property</li> <li>• Where the proposed building materials are known these can be shown on the plans</li> </ul> <p>Roof plans and section drawings may also be required</p> <ul style="list-style-type: none"> <li>• Where relevant section drawings should show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided.</li> </ul> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>	<p>Section 192 of the Town and County Planning Act 1990</p>	

		<a href="http://www.reigate-banstead.gov.uk/downloads/file/427/example_of_existing_floor_plans_and_elevations_pdf">http://www.reigate-banstead.gov.uk/downloads/file/427/example_of_existing_floor_plans_and_elevations_pdf</a>		
		<a href="http://www.reigate-banstead.gov.uk/downloads/file/428/example_of_proposed_floor_plans_and_elevations_pdf">http://www.reigate-banstead.gov.uk/downloads/file/428/example_of_proposed_floor_plans_and_elevations_pdf</a>		

You may wish to consult the following Ministry of Housing, Communities and Local Government document – Permitted Development Rights for Householders – Technical Guidance dated September 2019 for information prior to making any formal submission.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/830643/190910\\_Tech\\_Guide\\_for\\_publishing.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/830643/190910_Tech_Guide_for_publishing.pdf)